

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

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| SUBJECT: | Bereavement and Serious Illness Gift Policy | NO: | 120.05 |
| | | DATE: | 2/4/14 |
| | | AMENDED: | |
| DISTRIBUTION: | All Departments | BY: | Sharron Howe Assistant to the Town Mgr. |
| | | APPROVED: | <u><i>[Signature]</i> 3/25/14</u> |

I. PURPOSE

The purpose of this policy is to establish a formal procedure associated with the bereavement and serious illness of Town employees and their immediate families.

II. RESPONSIBILITY

Any Town department shall use the following procedures when seeking to acknowledge the death of an employee, an employee's immediate family member or the serious illness of an employee.

III. FORMS

None.

IV. PROCEDURE

- A. If an employee is out sick or ill for ten (10) or more consecutive business days, it is appropriate for the Town Manager's office to send an arrangement on behalf of the Town of Bloomfield (not to exceed \$100).
- B. If an employee becomes deceased or experiences the loss of an immediate family member, it is appropriate for the Town Manager's office to send an arrangement on behalf of the Town of Bloomfield (not to exceed \$100).
- C. Department Heads who become aware of the major illness of an employee or the death of an employee or immediate family member should promptly notify the Town Manager's office.
- D. In conjunction with the Town of Bloomfield Employee Handbook, immediate family is defined as the employee's spouse, child, step-child, parent, step-parent, sibling, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, and any person living in the employee's household.
- E. Exceptions to the policy are at the discretion of the Town Manager.